

Skill Sheet 9-I-1

Objective 22: Clean, inspect, and maintain hand tools and equipment. (*NFPA® 1001, 5.5.1*)

Student Name: _____ **Date:** _____

Directions

For this skills evaluation checklist, students will clean, inspect, and maintain various hand tools. Every department has unique tools and equipment. This is merely a basic guide to common procedures. Tools needing maintenance will be placed on a salvage cover. Students should select one tool at a time and clean and dry each tool thoroughly before proceeding to inspection and maintenance so that the cleaning can reveal any maintenance needs. Remind students to always follow the manufacturer's instructions when using any equipment.

Equipment & Materials

- Personal protective clothing (may include hearing and eye protection)
- Maintenance tools such as files, wrenches, screwdrivers, hammers, etc.
- Maintenance supplies appropriate for the types of tools used, such as: steel wool, sandpaper, machine oil, lubricating oil, mild detergent, degreaser, shop towels, boiled linseed oil (wooden handles), paint, brushes, scrub pads, buckets, water.
- Striking tools
- Appropriate equipment operation and service manuals
- Salvage cover
- Cutting tools
- Pushing/pulling tools
- Prying tools

Criteria & Evaluation Comments

Criteria (determined by the AHJ)

After the candidate has completed the skill sheet, write comments below.

Evaluator/Candidate Comments

Pass

☐

Fail

☐

Evaluator Signature

Date

Student Signature

Date

Skills Evaluation Checklist

Objective 22: Clean, inspect, and maintain hand tools and equipment.

Task Steps		Yes	No
Tool Cleaning			
1.	Wash tools with mild detergent or per manufacturer's guidelines. Rinse and wipe dry. a. Do not soak wooden handles in water because it will cause the wood to swell.		
Tool Maintenance			
2.	Inspect tool handles for cracks, splinters, or other damage.		
3.	Inspect tool head for tightness.		
4.	Inspect working surface for dullness, damage, chips, cracks, or metal fatigue.		
5.	Maintain wooden handles. a. Repair loose tool heads. b. Sand the handle to eliminate splinters. c. Apply a coat of boiled linseed oil to the handle to preserve it and prevent roughness and warping. d. Do not paint or varnish the handle.		
6.	Maintain cutting edges. a. File the cutting edges by hand. b. Sharpen blade as specified in departmental SOP. c. Replace cutting head if required.		
7.	Maintain unprotected metal surfaces. a. Keep free of rust. b. File chips, cracks, or sharp edges c. Oil the metal surface lightly, using light machine oil.		